

Safety Course Instructor Apprentice Checklist

Form 8500-106 (R 3/01)

NOTICE: Completion of this form is required under sections 23.33, 29.591, 30.74, and 350.05, Wis. Stats. to document the qualifications for individuals to become boating, hunting, snowmobile, ATV or Bowhunter instructors. The Department will not certify applicants unless these forms are submitted. Personally identifiable information will be used to administer safety programs, provided in safety course notifications, and it will also be made available as required under Wis. Open Records law [ss. 19.31 - 19.39, Wis. Stats.].

INSTRUCTIONS: Sponsoring instructor **complete** and **submit**, with the Safety Course Instructor Certification Application, to the Recreational Safety Warden.

Check Program:

☐

Boating
Safety

☐

Hunter
Education

☐

Snowmobile
Safety

☐

ATV
Safety

☐

Bowhunter
Education

Apprentice's Name

Home Telephone Number

()

Address

Work Telephone Number

()

City, State, ZIP Code

County

Student Safety Certificate No. (required)

Date of Birth

Course Completion Dates	Location of Courses Apprentice Assisted With	Chapters Apprentice Taught
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Familiarize the apprenticing instructor with all aspects of conducting a safety education course. Remember that the person you are sponsoring will be given authority to run a class separate from your guidance.

- ♦ Go through this checklist and check (✓) each item with instructor candidate to insure that you cover all areas and that the candidate understands what is involved.
- ♦ Evaluate the candidate's teaching techniques and presentation skills. Offer suggestions for improvement.
- ♦ Take time to let the new instructor ask questions about any part of the course.

PERSONAL TRAINING TRAITS - Satisfactory Performance Noted

_____ Personal appearance

_____ Use of visual aids

_____ Preparation

_____ Student involvement and participation

_____ Knowledge of subject

_____ Ability to hold student interest and teach

_____ Classroom Organization

_____ Reliability - responsibility

_____ Student control

_____ Team worker

HOW TO RUN A COURSE

_____ Advertising and publicity for starting a course

_____ Student age requirements

_____ Student attendance requirements

_____ Minimum hours of instruction required. No one-day courses unless approved by the Law Enforcement Recreational Safety Warden.

_____ Student testing requirements (Classroom exam/field exercise)

_____ Involving local conservation warden

_____ Instructor Code of Conduct

RECORDS

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- CLASS REGISTRATION CARD - Form 8500-130 (Needs to be sent in 4 - 6 weeks prior to class, it orders supplies and starts liability insurance coverage)
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- STUDENT REGISTRATION CARD - Form 8500-112 (Needs parent's signature if student is under the age of 18)
- a. Checklist for instructor (backside of student registration)
 - b. Course fee receipt
 - c. Temporary certificate
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- CLASS ROSTER - Form 8500-065 (Needs to be submitted along with student registration and monies immediately following completion of course)
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4. DUPLICATE CERTIFICATE

I certify that I have been trained in all aspects of conducting a safety education course and that information provided on this form is true and correct.

Apprentice Signature	Date
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I certify that the above Apprentice Instructor Record is true and recommend that the applicant be certified as a Wisconsin Department of Natural Resources program instructor.

Instructor Signature	County
Instructor Name (Print)	Instructor Number
Telephone Number Home () Work ()	

Why do you recommend this person be certified as an instructor? Be specific and detailed.

LEAVE BLANK - DEPARTMENT OF NATURAL RESOURCES USE ONLY	
Background check requested: _____ date	From: _____
Background check received: _____ date	From: _____
Application forwarded to Madison: _____ date	